

November 2010

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Welcome to Transparency Florida!

The Florida Legislature created the Transparency Florida initiative to provide the public with access to information about state government spending.

The Florida Constitution requires the Legislature to pass a balanced budget to authorize state spending for each fiscal year (July 1-June 30). Most spending decisions are within a bill called the General Appropriations Act (GAA), although appropriations may be included in other bills. Additionally, in order to consider necessary spending decisions outside the Legislature's annual session in Tallahassee, state laws also provide for the GAA to be amended through a budget amendment process.

Transparency Florida is designed to give citizens information about how taxpayer dollars are allocated by the Legislature, how those allocations are amended and spent by state agencies, and what goods and services the state is purchasing from private companies.

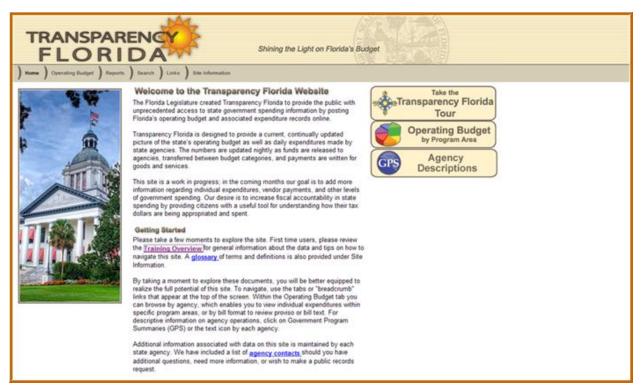
This Web site will be updated nightly. The goal is to increase fiscal accountability in state spending, providing citizens with a useful tool to oversee how their tax dollars are being managed and spent.

Getting Started

To access the Transparency Florida website, use the following web site address (url):

www.TransparencyFlorida.gov

This address will bring you to the Transparency Florida home page.



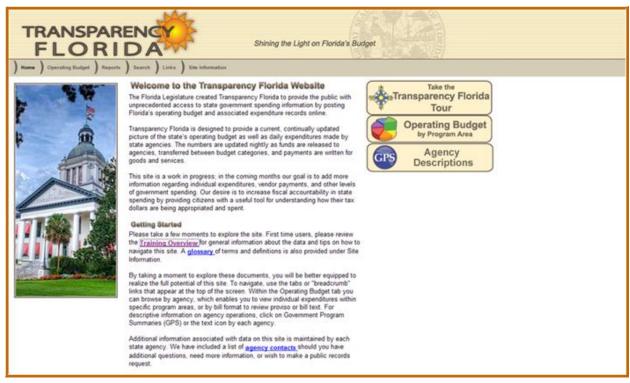
Transparency Florida Home Page



System Requirements

Transparency Florida is best viewed in Internet Explorer 7.0 or higher with a screen resolution of 1024 X 768 pixels and a color quality of 16 bit or higher. You will also need Adobe Acrobat Reader to view PDF files.

The Home Page



Transparency Florida Home Page

The Home Page contains Navigation Tabs, the Welcome message, a link to the Transparency Florida online tutorial, and a link to the Operating Budget By Program Area report.

Tabs

The tabs located at the top of the Home Page are used to navigate to different areas of the Transparency Florida website. These tabs are the same no matter where you are in the system.



Navigational Tabs

Home	The Home tab takes you back to the Home page of Transparency Florida.
Operating Budget	The Operating Budget tab takes you to the Operating Budget page where budget information can be viewed by Ledger/Agency Format, by Bill Format, or by Positions.
Reports	The Reports tab contains hyperlinks to various Disbursement Comparison reports, Operating Budget reports, and Fixed Capital Outlay reports.
Search	The Search tab allows you to search the Transparency Florida website by Bill Format, Budget Issues, or by Vendor.

Links The Links tab contains hyperlinks to State Budget links (Fiscal Analysis in Brief,

Long-Range Financial Outlook 3 Year Plan, Florida's Checkbook, etc.) and School

District links (Summary Budget reports, Annual Financial reports, etc.).

Site Information The Site Information tab contains the Welcome Message, the Transparency

Florida video tour, this training overview guide, an Agency Contact List, a

Glossary, and a list of Frequently Asked Questions.

General Tips and Navigation

Transparency Florida is navigated through a tabbed menu system. Transparency Florida acts like any other website – items that are hyperlinked can be clicked on to open a PDF, open a new window of information, or navigate to another area of the website. You will also see drop-down menus or pick lists with which you are probably already familiar.

Throughout the Transparency Florida website, there are several items and symbols that appear on most of the pages you view. These items are explained in this section.

Breadcrumbs

Breadcrumbs are a navigation tool that provides a hyperlinked "trail" showing how you got to the page currently being displayed. Breadcrumbs appear at the top of the page beneath the menu tabs. Click on any of the hyperlinks to return to that page.

 $\underline{\mathsf{Home}} > \underline{\mathsf{Operating Budget} \, / \, \mathsf{Agency Format}} > \mathsf{Agency Detail}$

Breadcrumbs

Fiscal Year Selection

On many pages, you will have the option to change the fiscal year of the information being displayed. To change the fiscal year, click on the down arrow in the **Fiscal Year** drop-down box and choose the desired Fiscal Year to display. Click **Update** to refresh the information displayed.

Print

Click this button to open a new window and display a printable version of the page. The Print dialog box will appear. Click the **Print** button to print the page.

Export

Click this button to download the information in the grid into an Excel file.

Other navigational items specific to individual pages are explained in this guide as they appear on the various pages.

The Operating Budget

Operating Budget tab

The Operating Budget tab has three options for you to choose how you want to view the information: by Ledger/Agency Format, in Bill format, or by Positions.



Operating Budget - Navigation Tabs

Ledger/Agency Format This selection displays the Operating Budget in a ledger format or agency

format.

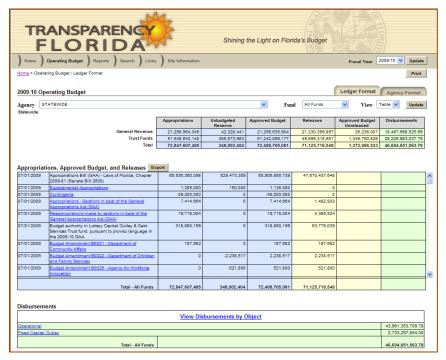
Bill Format This selection displays the Operating Budget in bill format and allows you to

search by bill index or Line Item.

Positions This selection displays a list of agencies and their position information.

Ledger/Agency Format

Click on the **Operating Budget** menu tab and then select **Ledger/Agency Format** to go to the Operating Budget in Ledger/Agency format. The following page will display:



Operating Budget Page - Statewide

Tabs

The Operating Budget page contains a second row of Navigation Tabs which allows you to choose one of two ways to view operating budget data. Each of the choices is explained below:



Operating Budget Page Tabs

Ledger Format This tab is the default selection. It initially displays the Operating Budget at a

statewide level in the ledger format. The Agency drop-down option allows you to change from statewide to a specific agency and/or programs within the agency.

Agency Format This tab initially displays the total budget and positions for each agency. You may

select an agency to view the budget structure for the agency and how the dollars and positions are broken out among the various programs and services. You may further select a program/service to view detail line items by category and fund for

the selected service.

Operating Budget - Ledger Format Tab

The Ledger Format displays operating budget transactions impacting appropriations, releases, and disbursements at the statewide, program, service and line item levels.

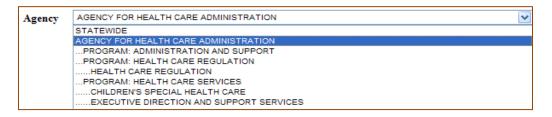
Additional Ledger Format Options

The Operating Budget – Ledger/Agency Format page has the following additional options available:



Agency Drop-Down List

The agency drop-down list provides another option to access the agency and/or programs/services within an agency. This drop-down is available on both the Ledger Format tab and the Agency Format tab.



Fund Selections

You can choose to view the operating budget by viewing all funds (both General Revenue and Trust Funds), or you can view just General Revenue or just trust funds. Click the desired choice and click **Update** to redisplay the chosen fund information. *The default selection is All Funds.*



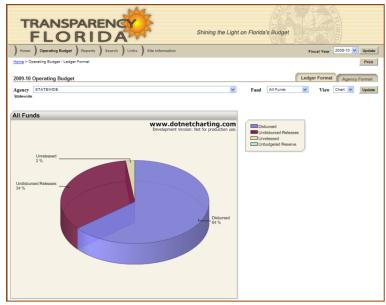
What's the Difference between General Revenue and Trust Funds?

General Revenue is state revenue that is undesignated and can be appropriated by the Legislature for any government purpose.

Trust Funds are state accounts established by law from which dollars are used to fund specific services as authorized by law. Money from these accounts can only be spent for specified purposes.

View Table or Chart

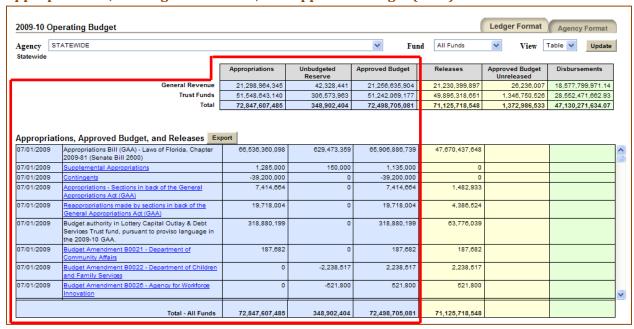
The operating budget is shown in table format by default. You can also view a chart of this data. Click the down arrow to the right of **View**, select **Chart** and click **Update** to redisplay the data in chart format as shown below.



Operating Budget – Ledger Format Statewide Page Chart View

The budget is divided into the following three sections, each color coded for your convenience:

Appropriations, Unbudgeted Reserve, and Approved Budget (Blue)



The columns shaded in blue make up the Appropriations and Approved Budget. The three columns, broken out by General Revenue and trust funds, included in this section are explained as follows:

Appropriations

This amount reflects every line item appropriation in the General Appropriations Act and adjustments for vetoes, supplemental appropriations, contingencies that failed, and any subsequently approved budget amendments.

Unbudgeted Reserve

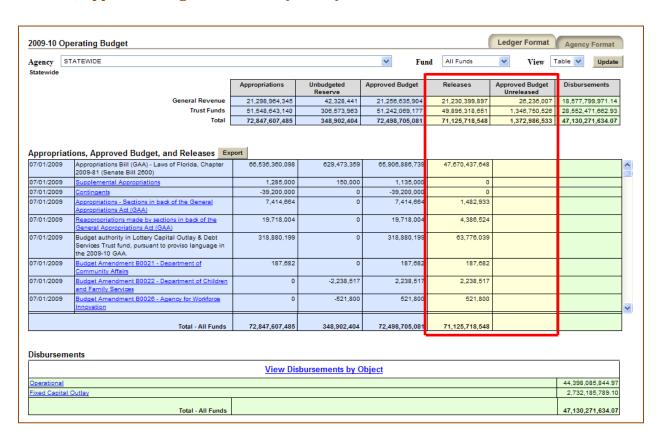
Amounts that are being held in reserve until the agency takes an action (like submitting a report or plan). Lump sums are automatically put in reserve because the agency cannot spend from them. Phased-in positions or projects may also be put in reserve. A budget amendment is required to move something from reserve.

Approved Budget

The amount available to the agency for spending. It is calculated by subtracting the unbudgeted reserve from the appropriation.

All items that have been posted to the Appropriations and Approved Budget section for the chosen fiscal year are displayed. Using the scroll bar on the right, you can view the individual items that make up this section. Items that are highlighted and underlined are hyperlinks. You can click on hyperlinked items to view PDF documents (for Budget Amendments), or to navigate to other areas of Transparency Florida for more detailed information.

Releases, Approved Budget Unreleased (Yellow)



The columns shaded in yellow make up the Releases. The two columns that are included in this section are explained as follows:

Releases

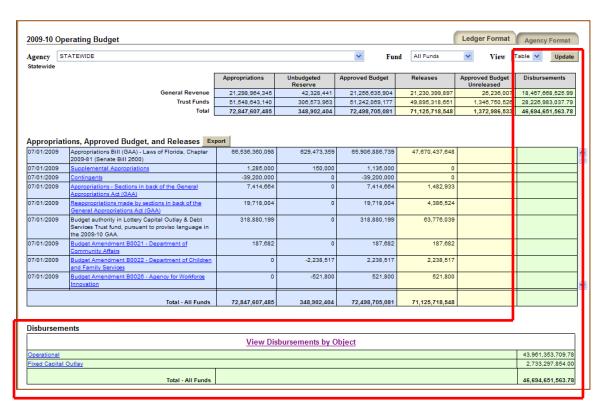
The amount of approved budget which has been released to the agency for spending. The Florida Statutes Section 216.92 provides current policy for releasing General Revenue, Trust Funds and Fixed Capital Outlay. The Governor's Office of Policy and Budget distributes an Annual Release Plan to the agencies with specifics on how money will be released.

Approved Budget Unreleased

This is the remaining amount to be released. It is calculated by subtracting the releases column from the approved budget column. This only applies at the summarized level.

All items that have been posted as Releases for the chosen fiscal year are displayed. Using the scroll bar on the right, you can view the individual items that make up this section. Items that are highlighted and underlined are hyperlinks. You can click on hyperlinked items to view PDF documents (for Budget Amendments), or to navigate to other areas of Transparency Florida for more detailed information.

Disbursements (Green)



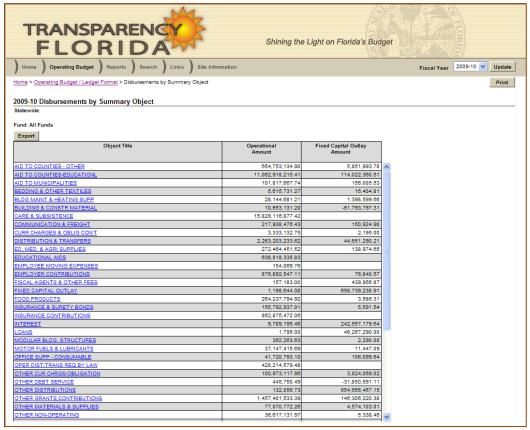
The columns shaded in green make up the Disbursements. This column is explained as follows:

Disbursements

The portions of the released budget that have actually been spent or disbursed by the agency, broken out by disbursements for Operational or Fixed Capital Outlay appropriations. Disbursements for Operational appropriations are viewed by month, while disbursements for Fixed Capital Outlay appropriations are viewed by Fiscal Year.

View Disbursements by Object

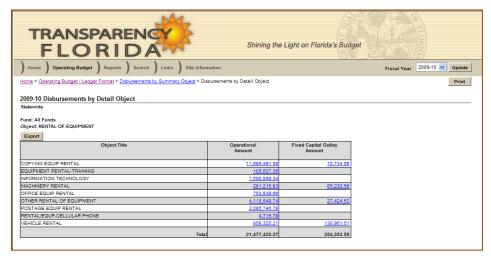
Under the Disbursements section, disbursements made for the fiscal year are displayed. To view disbursements by object, click on the hyperlink **View Disbursements by Object**.



View Disbursements by Summary Object Page

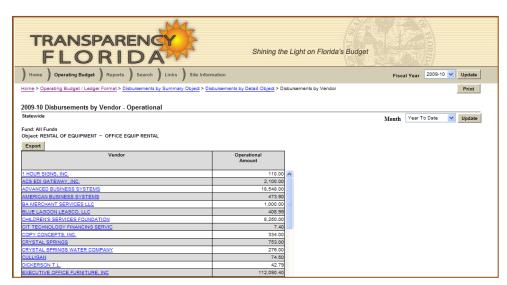
This page displays the **Disbursements by Summary Object**. To view more details for a particular Summary Object, click the hyperlink for that object to open a detailed view page.

For example, let's say you wanted to know more about what was spent on equipment rental. From the Object list, click on the hyperlink for "RENTAL OF EQUIPMENT." The following page will display:



View Disbursements by Detail Object Page

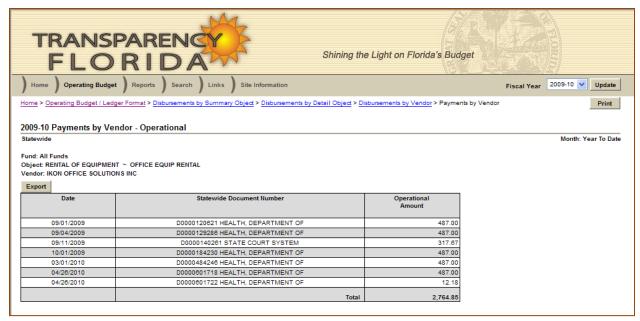
This page is the **Disbursements by Detail Object**. Select a hyperlink (Operational Amount or Fixed Capital Outlay Amount) to the right of an Object Title to view a list of vendors.



View Disbursements By Vendor – Operational Page

The disbursement amounts are initially displayed for all disbursements made year to date. The **Month** option is available to view disbursements made within a given month. Click the down arrow to the right of **Month**, select a month and click **Update** to redisplay the data for the selected month. *This option is only available on the Disbursement by Vendor Page*.

If you want more information about a particular disbursement, click on the hyperlink for the desired vendor. The following page will display:



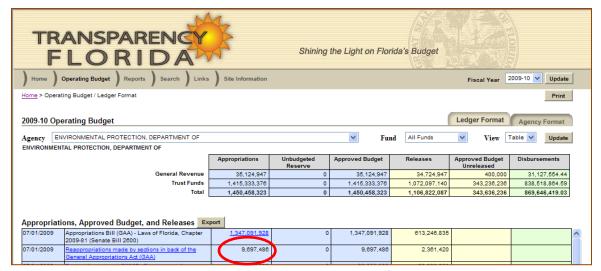
View Payments by Vendor – Operational Page

This page shows the actual payments (checks) that were paid to that vendor. If you need additional information, the statewide document number and agency name can be used to contact the appropriate agency for more information.

When you have completed viewing disbursement information, you can use the Back button or breadcrumbs to return to the **Operating Budget/Ledger Format** page.

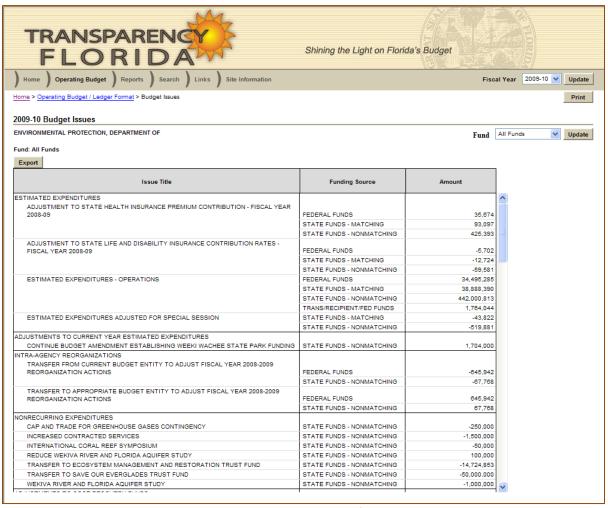
View Budget Issues (for a Specific Agency)

If you select a specific agency on the Ledger Format tab, a link is provided on the Appropriation amount of the original General Appropriations Act (GAA). Click the hyperlink to view the budget issue details.



Operating budget – Ledger Format tab - Department of Environmental Protection

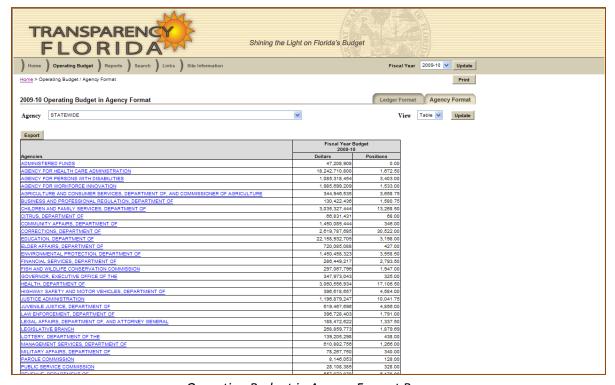
This page displays the individual issues that make up the total hyperlinked amount shown in the Appropriations and Approved Ledger section. You can see each budget issue, the funding sources for that issue, and the amounts provided in the General Appropriations Act (GAA).



Budget Format tab – Budget Issues page - Department of Environmental Protection Issues Page

Operating Budget - Agency Format Tab

Another way to view the operating budget information is to view it by individual agency. Select **Operating Budget**, **Ledger/Agency Format**, then click the **Agency Format** tab. Click the hyperlink for the agency you wish to view.



Operating Budget in Agency Format Page

You will notice there are two tabs on this page:

Ledger Format

The Ledger Format displays the operating budget for the agency in the same way as the Statewide page. You can click on the Ledger Format tab from any level of the Agency tab to view budget information at that level.

Agency Format

The Agency Format tab shows the budget structure for the agency and how the dollars and positions are broken out among the various programs and services.

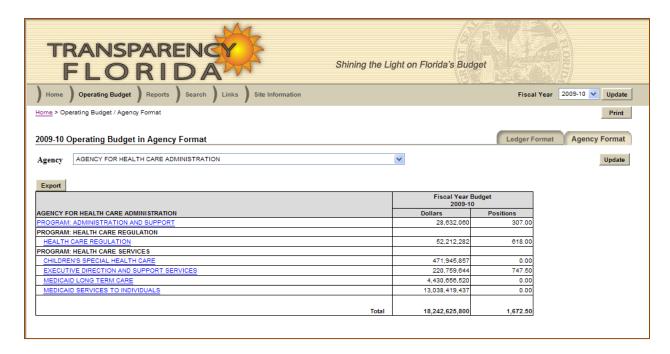


Taking a Closer Look

These tabs are connected in that when you make selections to drill down on one tab and go to the other tab, you will be at the same level from the previous tab.

For example, if you want to see additional information about the Agency for Health Care Administration, click on the **Agency for Health Care Administration** hyperlink and the following page will display:

This page displays the structure and operating budget (both dollars and positions) for the fiscal year selected.



Operating Budget in Agency Format - Department of Environmental Protection



The current (or active) tab will display with bold text and a lighter background. The inactive tab is displayed with a lighter text and shaded background.

Additional Agency Format Options

The Operating Budget – Agency Format page has the following additional options available.



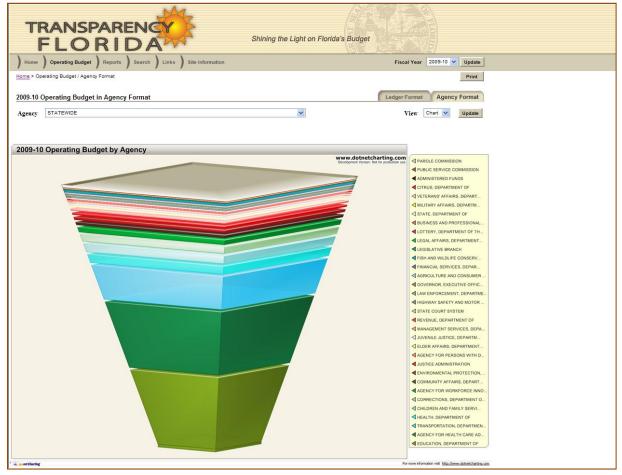
Agency Drop-Down List

The agency drop-down list provides another option to access the agency and /or programs/services within an agency. This drop-down is available on both the Ledger Format tab and the Agency Format tab.



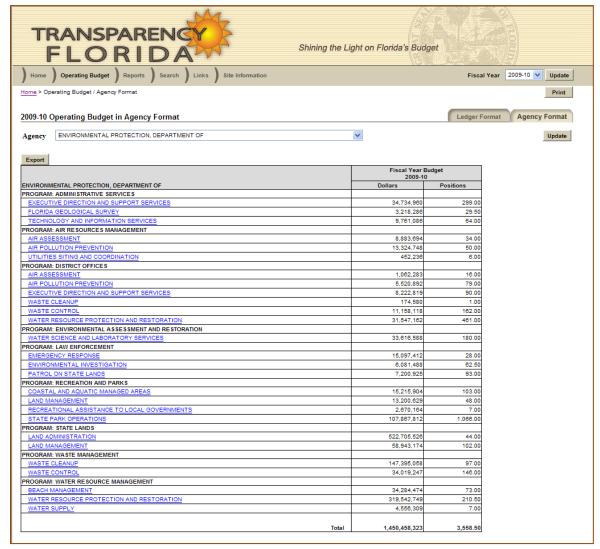
View Table or Chart

The statewide operating budget in agency format is shown in the table format by default. You can also view a chart of this data. Click the down-arrow to the right of **View**, select **Chart** and click **Update** to redisplay the data in chart format as shown below. *This option is only available at the statewide level*.



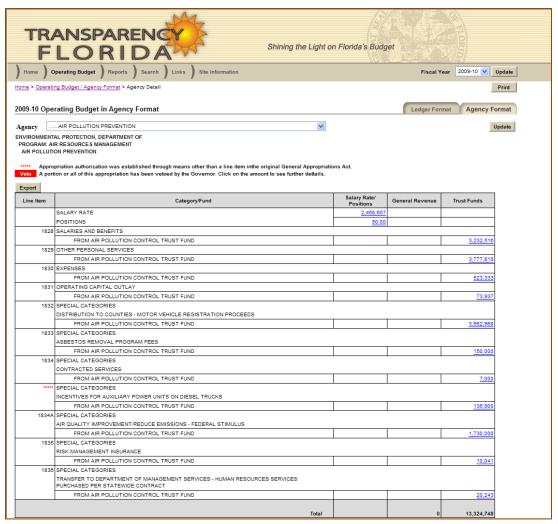
Operating Budget – Agency Format Statewide Page chart view.

Let's look closer at the **Agency Format** tab. To select the Department of Environmental Protection, click the down arrow to the right of Agency, select Statewide, then click the **Update** button to reset the list. Select **Environmental Protection, Department of** to view the following page:



Operating Budget in Agency Format - Department of Environmental Protection

To view more detail for a particular program or service, click on the desired hyperlink. For our example, we are going to choose **Air Pollution Prevention** under **Program: Air Resources Management**. The following page will display:



Operating Budget in Agency Format - Department of Environmental Protection - Air Pollution Prevention

At this point, you've probably noticed the information is displayed differently than what you have seen thus far. This is because the information is displayed similar to how it appears in the **General Appropriations Act.**

This view shows all the line items (appropriation categories and funds) that make up the appropriations for this program or service.

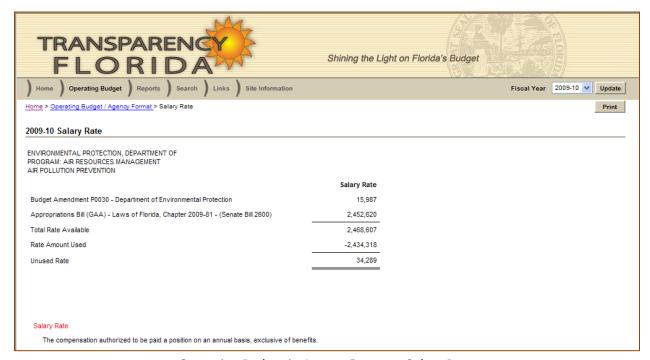


Taking a Closer Look

In some cases, you may also see a row of red asterisks which indicates an additional authorization was established through other means than a line item in the original GAA. The word VETO in red indicates a portion or all of an appropriation was vetoed by the Governor. You can click on the hyperlinked dollar amount for further details.

AIR POLLUTION PREVENTION					
Line Item	Category / Fund	Salary Rate / Positions	General Revenue	Trust Funds	
III	SALARY RATE POSITIONS	<u>2,468,607</u> <u>50.00</u>			

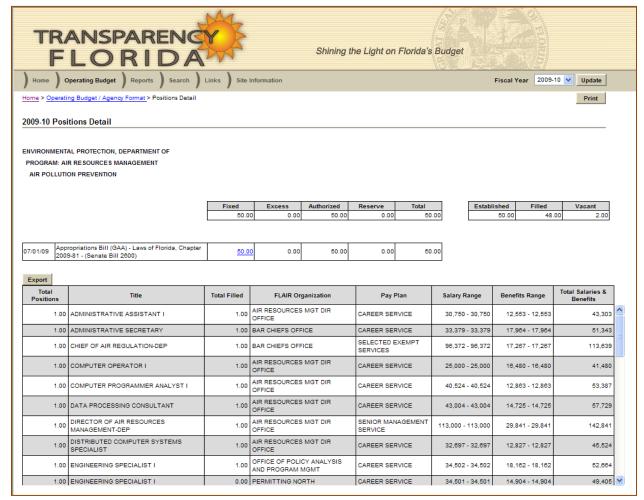
The first line on this page displays the Salary Rate and Positions information for the service. Clicking on the Salary Rate hyperlink displays the following **Salary Rate** report:



Operating Budget in Agency Format – Salary Rate

To close this report, click the last active breadcrumb.

Clicking on the Positions hyperlink displays the following **Positions Detail** report:



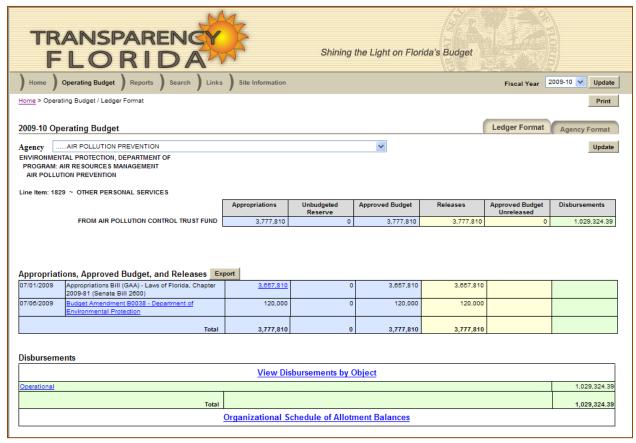
Operating Budget in Agency Format – Positions Detail

To close this report, click the last active breadcrumb.

The next line(s) contain summary information for each remaining Line Item for the service, broken into General Revenue and Trust Funds columns. If you want to see additional information about a line item, click on any of the hyperlinks to display the **Operating Budget/Ledger Format** page about that line item. Using our example, let's click on the hyperlink associated with line item 1829.

Export						
Line Item	Category/Fund	Salary Rate/ Positions	General Revenue	Trust Funds		
	SALARY RATE	2,468,607				
	POSITIONS	50.00				
1828 SALARIES AND BENEFITS						
	FROM AIR POLLUTION CONTROL TRUST FUND			3,232,516		
1829 OTHER PERSONAL SERVICES						
	FROM AIR POLLUTION CONTROL TRUST FUND			3,777,810		
1830	EXPENSES					

The following page will display:



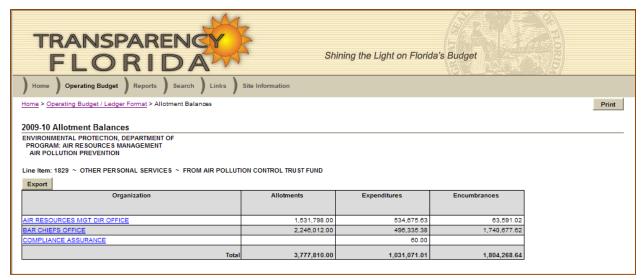
Operating Budget - Line Item 1829 Detail Page

This page displays the detailed information for the line item. In this example, on 7/1/09, \$3,657,810 was appropriated and released in the **General Appropriations Act**, and on 7/6/09 a budget amendment was authorized for an additional \$120,000 appropriation and release. So far, \$1,029,324.39 has been disbursed for this line item (fund).

At the detail level for the line item, a hyperlink to another report called the **Organizational Schedule of Allotment Balances** is available.

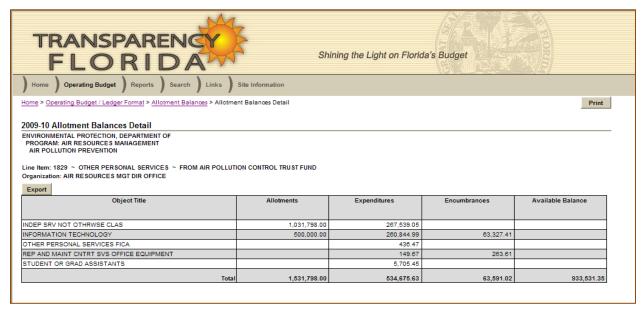


This is a report that agencies create and maintain to manage their budget and spending at an organizational level. This report is broken down by organization and displays the **Allotment** (what the agency can spend on an Object) and **Expenditures and Encumbrances** (what the agency has already or will spend on an Object.) It also displays the Available Balance between the total amounts.



Allotment Balances – Line Item 1829

The above example shows the Allotment Balance Detail for Other Personal Services from the Air Pollution Control Trust Fund. You may select an organization title to view Expenditures and Encumbrances by Object.



Allotment Balances Detail Report

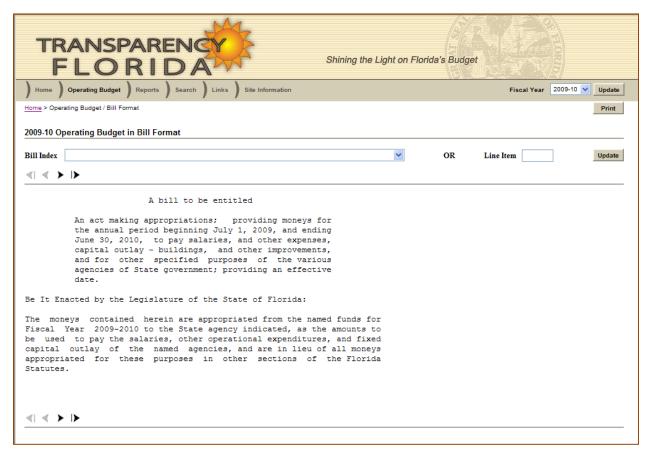
The Operating Budget - Bill Format

A final way to view budget information in Transparency Florida is to **View Operating Budget in Bill Format**. This view shows all the line items and text language that was in the original GAA.



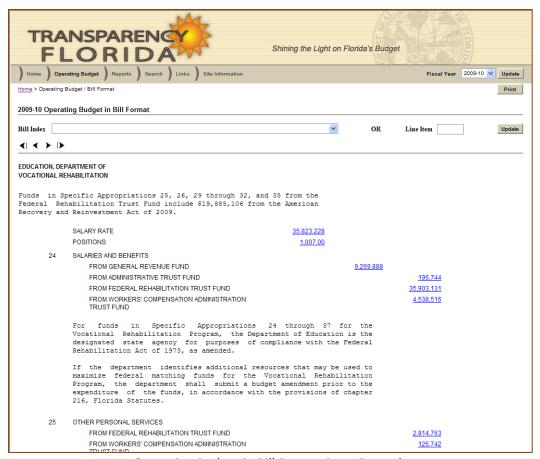
Click on Operating Budget tab and then select Bill Format to open the following page:

The first page of the current year's operating budget in bill format is displayed, along with a Bill Index drop-down selection and a Line Item search field.



Operating Budget in Bill Format Page

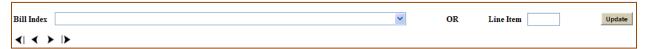
Click the down arrow next to the Bill Index to navigate to a particular section or agency and click the **Update** button. In the example below, we selected **Department of Education**, **Vocational Rehabilitation** under Section 2. The following page will display:



Operating Budget in Bill Format Page Example

Navigating the Bill Format View

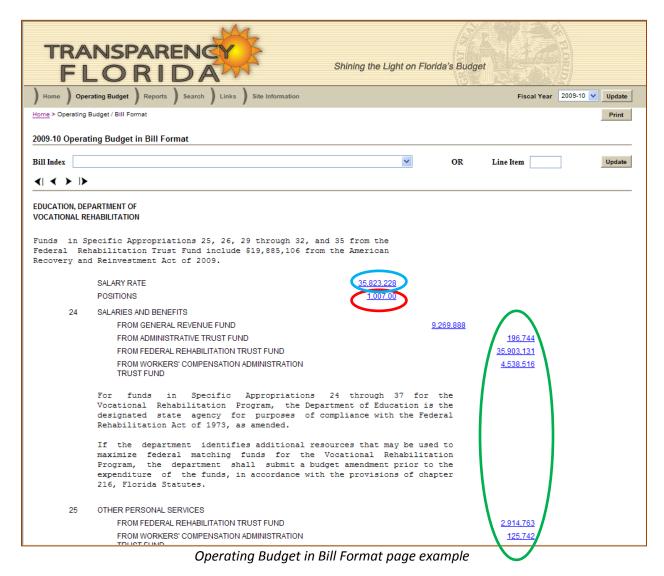
The first set of Line Item numbers or text language for the section, agency, or program/service chosen will be displayed. From here, the following navigational options are available:



Bill Index A drop-down list of Bill Sections, Agencies, and Program and Services within each section and Back of the Bill sections.

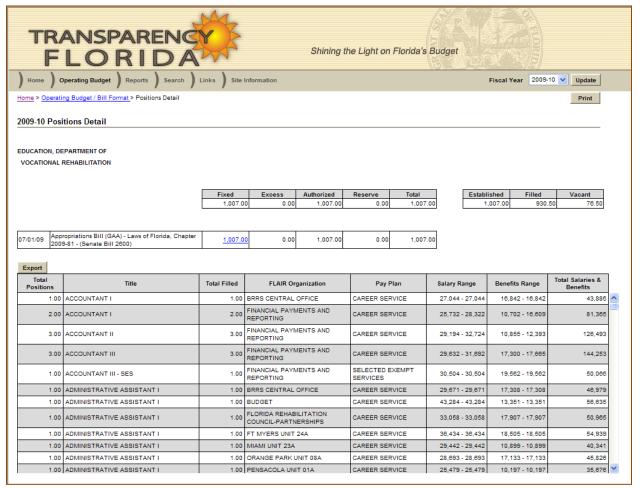
- ▼ This link will take you to the first page of the bill.
- This link will take you to the previous page of the bill.
- This link will take you to the next page of the bill.
- This link will take you to the last page of the bill.

Line Item Enter the desired Line Item in the input box and click the **Update** button to refresh the information displayed.



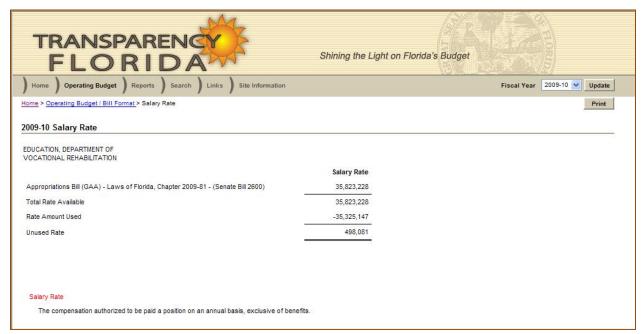
Click on any of the hyperlinked dollar amounts (circled in green in the example above) to view the detail information about that line item in the familiar color coded ledger format.

You can also view position information from the bill as well. Click on the hyperlinked number next to positions (circled in red in the previous example) to view position information as follows:



Bill Format - Positions Detail

To view the Salary Rate Information, click the hyperlinked number next to Salary Rate (circled in blue in the example on page 34) to view salary rate information as follows:



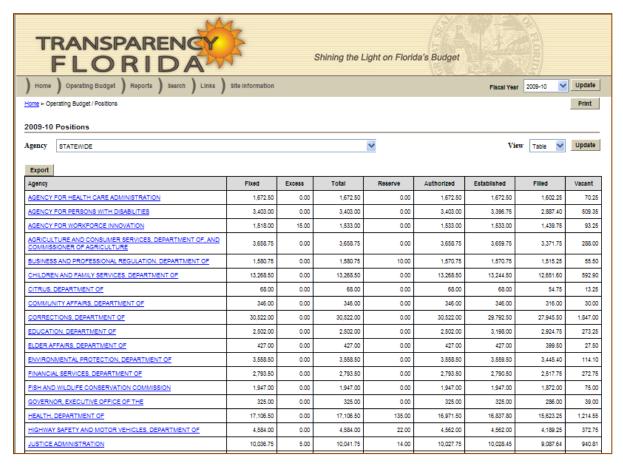
Bill Format – Salary Rate

The Operating Budget - Positions tab

The Operating Budget / Positions tab displays a list of agencies and their position information. Click **Operating Budget / Positions** to open the page.



Operating Budget – Positions tab



Operating Budget / Positions Page - Statewide

This page lists each agency, with the following position information broken out as follows:

Fixed The total number of positions appropriated by the Legislature.

Positions are entered in this column when an agency has obtained approval, after a public hearing, to exceed the number of positions fixed by the legislature. These positions are in excess of the number fixed or authorized by the legislature (in the GAA or supplemental appropriations).

Total The total number of Fixed and Excess Positions.

Reserve Positions not authorized for use by the agency. These positions are being held in reserve

until they are released to the agency for their use.

Authorized Positions included in an approved budget.

Established Authorized positions that have been classified in the state personnel systems (People

First or the State Board of Education). This is a function of the agency.

Filled Positions that are currently occupied.

Vacant Positions that are currently vacant.

Agency Drop-Down List

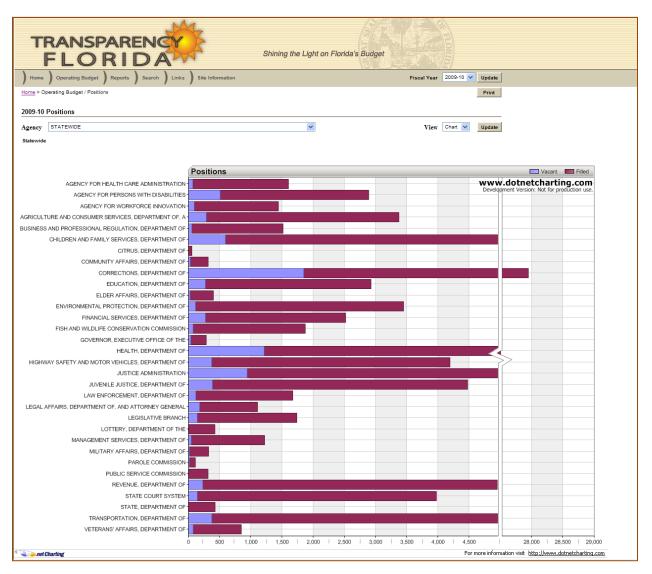
The agency drop-down option is provided to view the position data by program/services within the selected agency.



Agency drop-down list

View Table or Chart

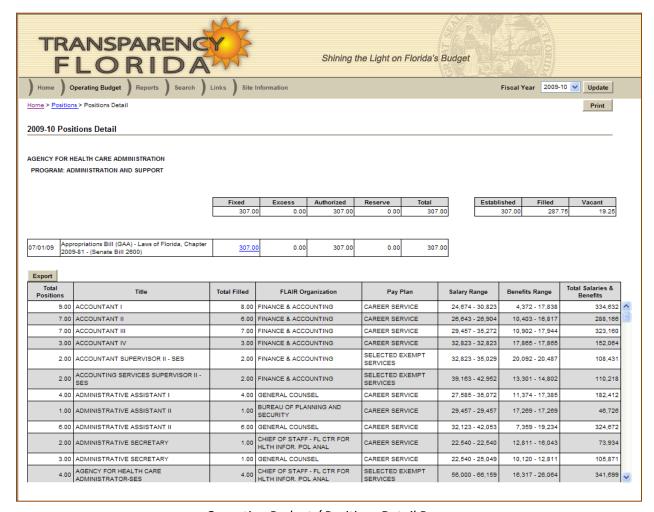
The statewide position data is shown in table format by default. You can also view a chart of this data. Click the down arrow to the right of **View** and select **Chart**. Click **Update** to redisplay the data in chart format as shown below.



Operating Budget – Positions Tab Chart View

Positions Detail

Click on a Program or Service title hyperlink to view more detailed position data.



Operating Budget / Positions Detail Page

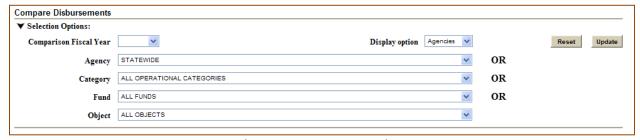
The Reports tab

The Reports tab contains seven different reports as described below. The **Compare** reports provide a comparison of operational disbursements between fiscal years or a comparison of operational appropriations and disbursements within one fiscal year. The **Fixed Capital Outlay** report provides a comparison of fixed capital outlay appropriations and disbursements. The **Operating Budget** reports display the budget by Expenditure Type, Fund Source, or by Program Area. The Operating Budget reports have a fixed format and have no display or selection options available.

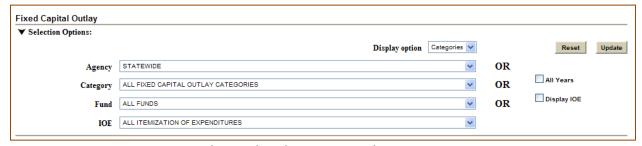
Report Name	Description
Compare Appropriations Report	This report provides a comparison of operational appropriations for two fiscal years by Agency and/or Category.
Compare Appropriations to Disbursements Report	This report provides operational appropriations compared to the disbursements made within one fiscal year by Agency and/or Category. The appropriations and disbursements are reported and graphed by month.
Compare Disbursements Report	This report provides a comparison of operational disbursements for two fiscal years by Agency, Category, and/or Object. The disbursements are reported and graphed by month.
Fixed Capital Outlay Report	This report provides Fixed Capital Outlay appropriations and disbursements by Category and or Agency. Options to view Categories for multiple years within a specific Agency and to display the Itemization of Expenditure are provided. Links to the Operating Budget, Ledger Format page or a graph of disbursements by fiscal year are also available.
Operating Budget by Expenditure Type	This report provides the total Operating Budget and Disbursements by the following Expenditure Types: General Operations, Medicaid/TANF, Aid to Local Governments, Fixed Capital Outlay, DOT Work Program, Debt Service, and Pension Benefits/Claims for the selected fiscal year.
Operating Budget by Fund Source	This report provides the total Operating Budget by the following Fund Sources: General Revenue, Tobacco Settlement Trust Fund, Education Enhancement Trust Fund, and all other Trust Funds for the selected fiscal year.
Operating Budget by Program Area	This report provides the total Operating Budget and Disbursements for the selected fiscal year by the following Program Areas: Education, Human Services, Criminal Justice and Corrections, Natural Resources/Environment/Growth Management/Transportation, General Government, and Judicial Branch. The option to view this report by General Revenue Fund, Trust Funds, or All funds is also available.

Selection Options

The **Compare** Reports and **Fixed Capital Outlay** report have Selection Options to allow you to customize your report parameters in order to produce a report that only shows what you're interested in. Keep in mind there are some rules for entering the parameters. Read "Taking a Closer Look" below.



Compare Disbursements Report – Selection Options



Fixed Capital Outlay Report – Selection Options

Comparison
Fiscal Year:

This drop-down selection allows the user to select a comparison fiscal year. It can be left blank to report only the Fiscal Year selected with no comparison. This option is only available on the 'Compare Disbursements Report' and 'Compare Appropriations Report'.

The following selection options are used to determine what data to select on the report:

Agency:

This drop-down selection allows the user to select a specific agency, program or service within an agency, or statewide. This list is dynamic based on the Category, Fund, and/or Object selected. The default is STATEWIDE.

Category:

This drop-down selection allows the user to select a summary category, detail category, or all categories. This list is dynamic based on the Agency, Fund, and/or Object selected. The default is ALL OPERATIONAL CATEGORIES or ALL FIXED CAPITAL OUTLAY CATEGORIES.

Fund:

This drop-down selection allows the user to select a Fund Type (either General Revenue or Trust Funds), detail fund, or all funds. This list is dynamic based on the Agency, Category, and/or Object selected. The default is ALL FUNDS.

Object:

This drop-down selection allows the user to select a summary object, detail object, or all objects. This list is dynamic based on the Agency, Category, and/or Fund selected. This option is only available on the 'Compare Disbursements Report'. The default is ALL OBJECTS.

IOE:

This drop-down selection allows the user to select an Itemization of Expenditure (IOE), or all IOE's. This list is dynamic based on the Agency, Category, and/or Fund selected. This option is only available on the 'Fixed Capital Outlay Report'. The default is ALL ITEMIZATION OF EXPENDITURES.

The following display options are used to determine how to display the data selected on the report:

Display Option:

This drop-down selection allows the user to determine what to display as the first

column of the report.

For example: When the Display option selected is 'Categories', then the report will be by

Category and the first report column will list Category titles.

All Years:

This checkbox allows the user to display (checked) all fiscal years for the Fixed Capital Outlay (FCO) appropriations and disbursements. If the option is not checked, then only the FCO appropriations and disbursements for the Fiscal Year selected will be reported.

This option is only available on the 'Fixed Capital Outlay Report'.

Display IOE:

This checkbox allows the user to select and display (checked) the Itemization of Expenditure (IOE) on the report or not display (unchecked) the IOE on the report. This option is only available on the 'Fixed Capital Outlay Report'.



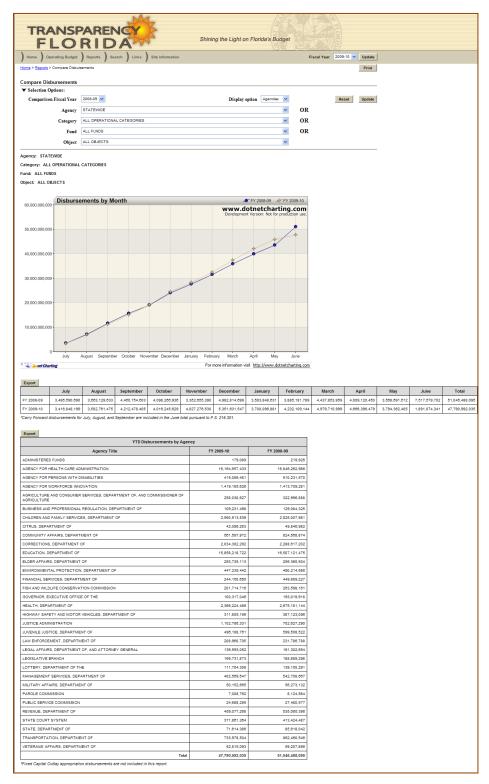
Taking a Closer Look

All the comparison reports have an area called Selection Options where you can customize the parameters of your report. Things you must remember about selecting options:

- 1. You must click **Update** after each option you select.
- 2. The option you select in one drop-down list will determine what appears in the drop-down lists below it. For example, if you select "Agency for Health Care Administration" and then click **Update**, the Category drop-down list will only include categories applicable to the Agency for Health Care.
- 3. The **Display option** determines what is displayed on the YTD report only.

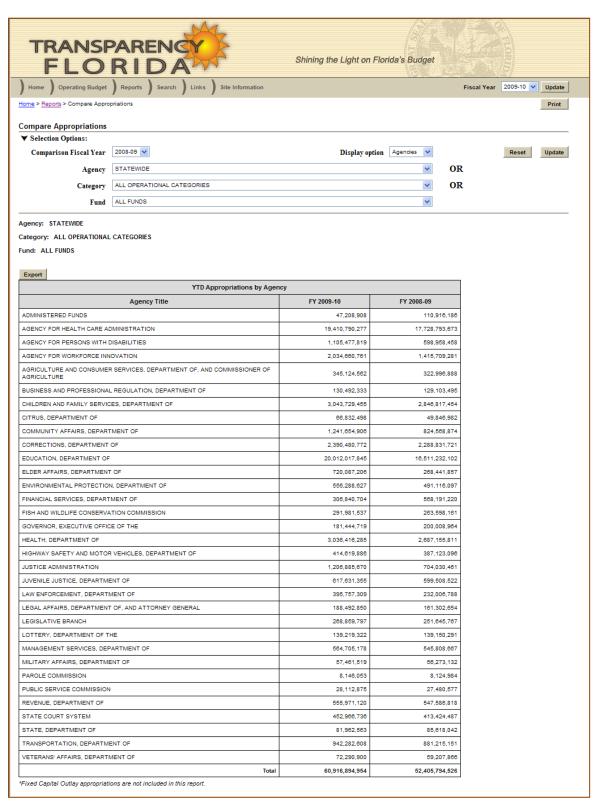
Compare Disbursements Report

This report provides a comparison of operational disbursements for two fiscal years by Agency, Category, and/or Object. The disbursements are reported and graphed by month.



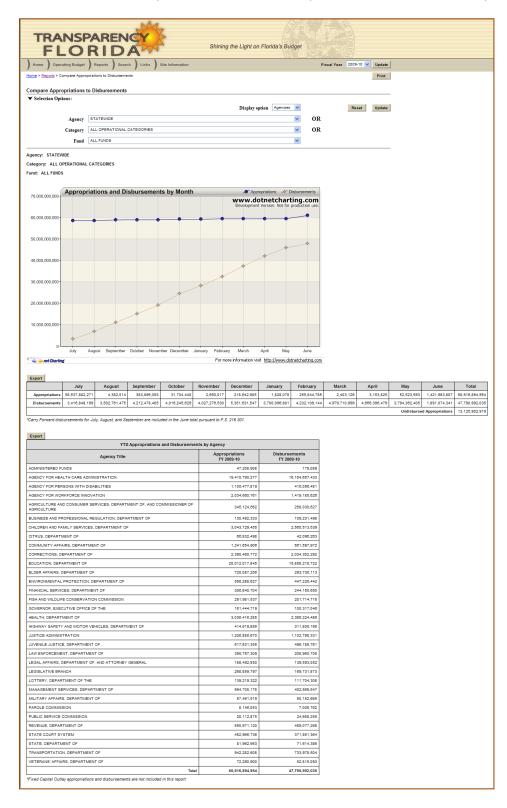
Compare Appropriations Report

This report compares the operational appropriations for two fiscal years by agency and/or category.



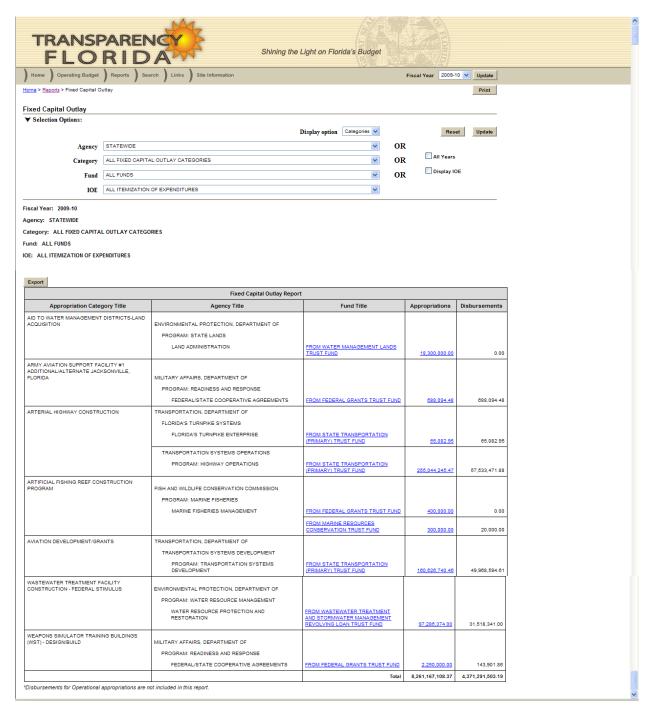
Compare Appropriations to Disbursements Reports

This report compares the Operational appropriations with the disbursements made per month by category and/or fund for one fiscal year. Therefore, the Comparison Fiscal Year is not an option.



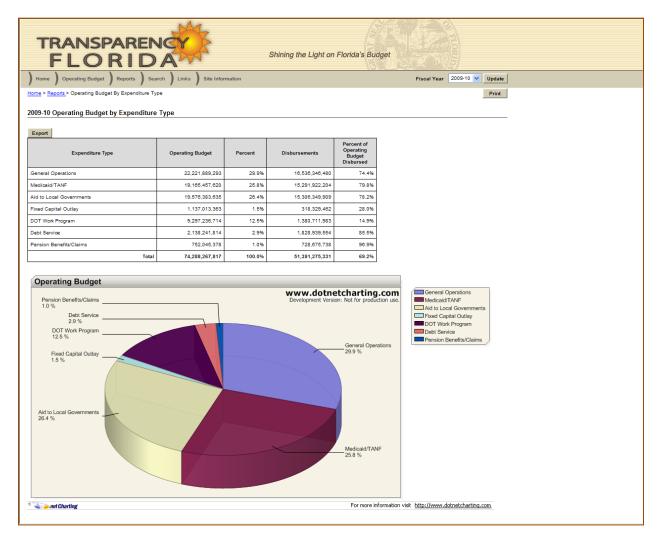
Fixed Capital Outlay Report

This report displays Fixed Capital Outlay (FCO) appropriations and disbursements made by category and/or agency for one Fiscal Year. An option is available to view FCO appropriations and disbursements across fiscal years within one agency. The Itemization of Expenditure (IOE) can also be viewed on the report.



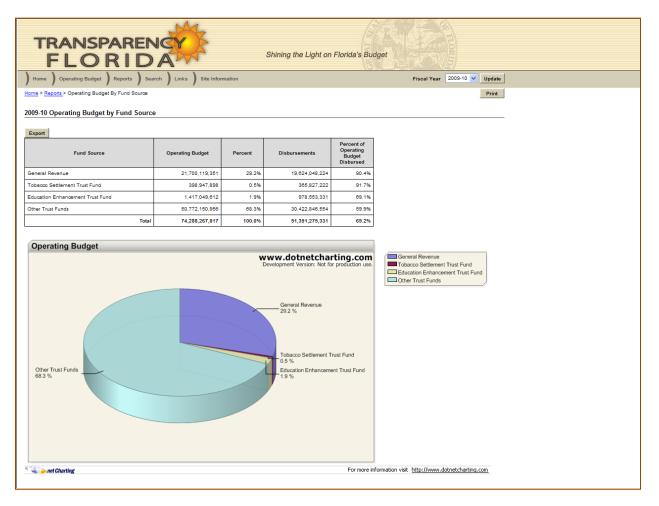
Operating Budget by Expenditure Type

This report displays the operating budget by Expenditure Type.



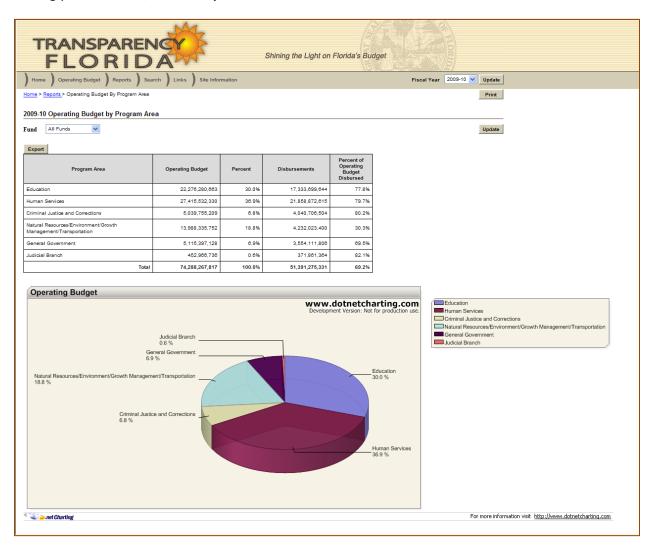
Operating Budget by Fund Source

This report displays the operating budget by Fund Source.



Operating Budget by Program Area

This report displays the operating budget by Program Area. Use the Fund drop-down list to select how you want to display the operating budget -- by General Revenue, Trust Funds, or All Funds. After making your selection, click the **Update** button.



The Search Tab

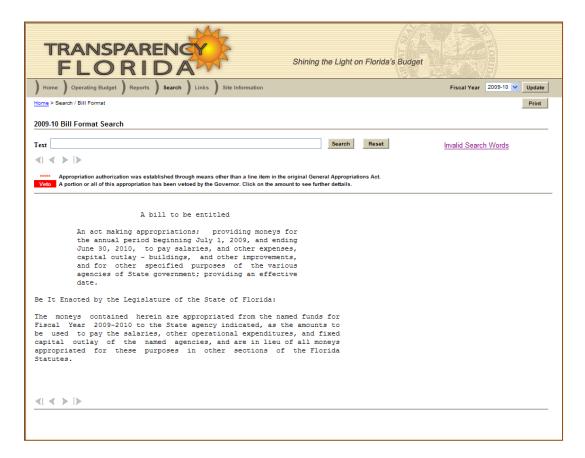
The search tab allows you to search the website by Bill Format, Budget Issues, or by Vendor.

Bill Format

The search on Bill Format feature looks for words or phrases anywhere in the title or text/proviso language used in the Bill. To search by Bill Format, select **Search**, **Bill Format**.

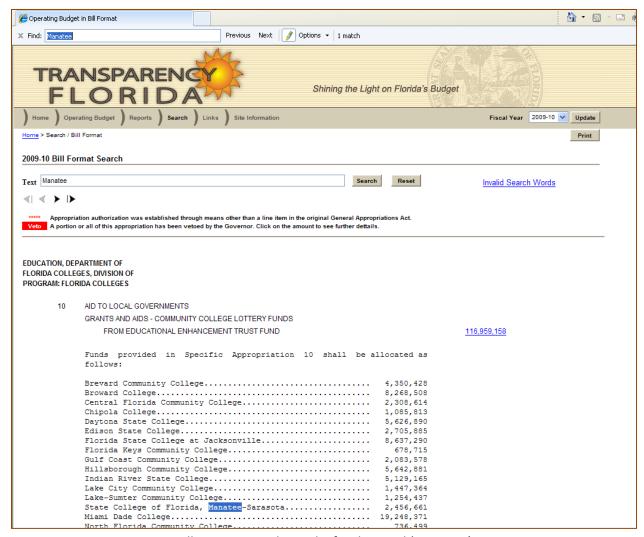


Search tab - Bill Format



Enter the text you want to search for and click Search.

For example: Enter the word 'Manatee' in the Text box and click the **Search** button. The first page is displayed where the word 'Manatee' is found. Press **Crtl+F**, enter the word 'Manatee', and press the **Next** button.

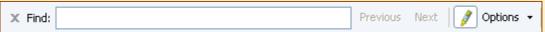


Bill Format Search Results for the word 'Manatee'



Taking a Closer Look

The Search feature will only display the page where the search results are displayed. **It does not highlight the search results.** To highlight the search result, click **Ctrl+F** to open the Find field. The following field will appear at the top of the page:



Type the first few letters of your search word(s) in the field and Internet Explorer will highlight the word for you. Click **Next** to view the next search result.

NOTE: If you are unsure of the results, click the **Invalid Search Words** hyperlink on the right to see if the text you are searching is valid or not.

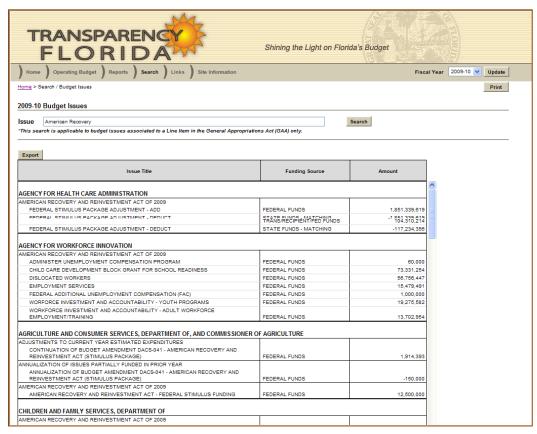
Budget Issues

This search feature allows you to search for words anywhere in the budget issue titles associated with a line item that appears in the General Appropriations Act (GAA).



Enter the text to be searched for and click **Search**.

For example: Enter the words 'American Recovery' in the Issue text box and click the **Search** button. A report will display by Agency for each Budget Issue with the words 'American Recovery' in the title. The Funding Source and amounts are also displayed.



Search results for Budget Issue 'American Recovery'

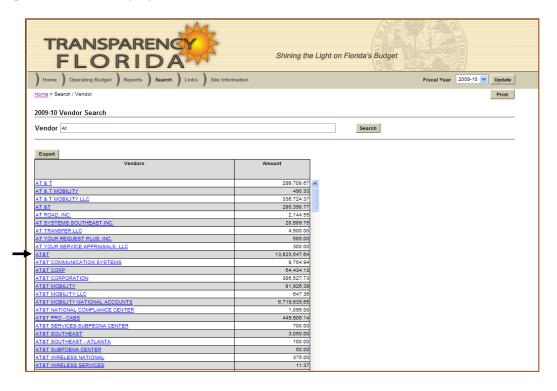
Vendor

This search feature allows you to search for disbursements by Vendor names. This search field will only search for exact (or exact partial) matches in the vendor name starting in the first position. To find all instances of a vendor's name, be sure to search for all possible spellings of the name.



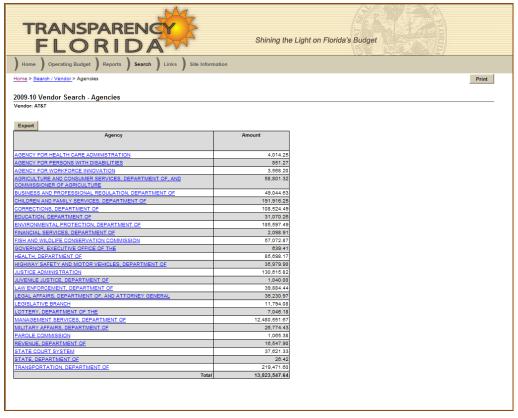
Enter the text to be searched for and click **Search**.

For example: Enter the letters 'At' in the text box and click the **Search** button. A list of vendor names that begin with 'At' will display.



Note: As you can see there are many different vendor names starting with 'At' and different variations of the vendor 'AT&T'.

Click on the desired vendor's name to view all the disbursements by agency for the vendor selected. In the example below we will select 'AT&T'.



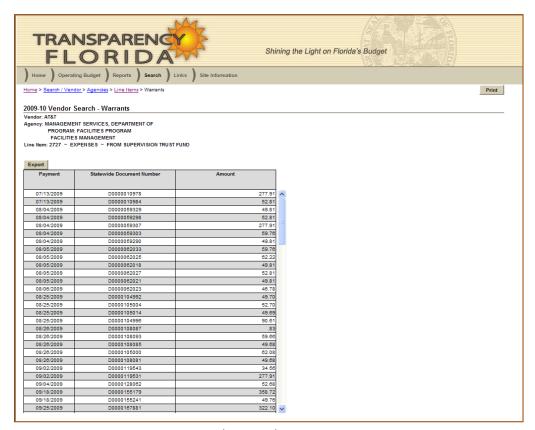
Vendor Search by Agency – AT&T

Next, select an <u>agency</u> hyperlink to view the disbursements for that vendor by the Programs/Services within the agency selected. In the example, we will select 'Management Services, Department of'.



Vendor Search - Line Item

Finally, select the disbursement amount to view the individual payments made to that vendor. The Payment Date and Statewide Document Number are provided for each payment. In our example, we will select <u>11,314.39</u>.



Vendor Search Payments

Questions and Feedback

We welcome your questions and feedback. Please contact us as needed using the contact information located under the Site Information tab.